United Nations ST/IC/2002/77

Secretariat

25 November 2002

Information circular*

To: Members of the staff at Offices away from Headquarters

From: The Controller

Subject: **Van Breda medical, hospital and dental insurance**

I. Renewal provisions for 2003

1. The purpose of the present information circular is to set out the provisions concerning the renewal of the Van Breda hospital, medical, and dental insurance plan for staff members at Offices away from Headquarters New York, which will take effect on 1 January 2003.

2. The Van Breda plan is a global scheme covering staff members and former staff members who reside in all parts of the world, **except** the United States of America (see also para. 11). Staff members, former staff members and their dependants **who reside in the United States of America are not eligible for coverage** under the Van Breda plan. The sole exception to this exclusion arises in the case of a dependent child attending school or university in the United States, who is required to have the health insurance coverage mandated by the educational institution. In this case, the student's health insurance plan will be primary and the Van Breda coverage will be secondary.

3. Pending the issuance of an administrative instruction setting out the eligibility criteria and enrolment rules and procedures governing United Nations contributory health insurance, the existing conditions governing eligibility and enrolment for the Van Breda plan are summarized in paragraphs 10 to 28 of the present circular.

Annual enrolment campaign

4. Staff members are reminded that the annual enrolment campaign will be the only opportunity in 2003 to enrol themselves and eligible family members in the Van Breda plan. The annual enrolment campaign for the Van Breda plan at duty stations around the world is scheduled to be held from 2 to 13 June 2003.

* Expiration date of the present information circular: 31 December 2003.

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Premium levels and benefits

5. The annual cost of the Van Breda plan reflects claims incurred for hospitalization, medical and dental treatment in all parts of the world and reflects widely varying price levels. If levels of plan utilization and the charges levied by hospitals and other medical providers were comparable throughout the world, then loss ratios, that is, the ratio of claim reimbursement to premium paid, would be more or less equal among all locations at which there were significant numbers of participants.

6. The financial performance of the plan for the past policy period was favourable. As a result, premium rates for 2003 will remain unchanged for participants in all locations with the exception of staff and retirees residing in Mexico. Owing to the excess of claims reimbursed over premium collected (loss ratio) over the past few policy periods, it has been decided to apply to participants residing in Mexico the premium levels and percentages of salary applicable to ECLAC Santiago, Chile.

7. In line with the methodology used in the calculation of staff contributions towards premiums for other United Nations insurance schemes, the premium contributions of participants in the Van Breda scheme are determined as a percentage of their respective medical net salaries[1] by applying the rates set out in paragraph 8 below. The percentage contribution rates have been computed to take into account the requirement for an overall 50:50 cost-sharing relationship between the Organization and participants in the plan.

8. The schedule of premiums that will become effective on 1 January 2003, as well as the related staff contribution rates, are set out in the table below.

	Monthly premium (United States dollars)			*Percentage of medical net salary*		
	Effective 1 January			*Effective 1 January*		
Type of coverage	*2001*	*2002*	*2003*	*2001*	*2002*	*2003*
A. All duty stations (other than Chile and Mexico)						
Staff member only	89.00	89.00	89.00	1.31	1.31	1.31
Staff member and one family member	190.00	190.00	190.00	2.05	2.05	2.05
Staff member and two or more eligible family members	314.00	314.00	314.00	3.28	3.28	3.28
B. Chile and Mexico						
Staff member only	160.00	160.00	160.00	2.32	2.32	2.32
Staff member and one family member	337.00	337.00	337.00	3.78	3.78	3.78
Staff member and two or more eligible family members	557.00	557.00	557.00	5.99	5.99	5.99

[1] Medical net salary consists of gross salary, less staff assessment, plus language allowance, non-resident's allowance and post adjustment, as applicable. In no case will staff contributions be greater than 85 per cent of the premiums shown above.

Hospital room rate maxima

9. The daily room rate maxima for hospital accommodation reimbursable under the plan will continue, as follows:

(a) **Europe and North America.** The maximum reimbursement per day for hospital accommodation (room and board) in Europe and North America is $600. Details concerning the application of the $600 per day limit for hospitalization in the United States are set out in annex II to the present circular. Semi-private room accommodation is the normal standard in Europe and North America. Only under the following conditions, subject to the provision of documentation satisfactory to the insurer, will private-room care be reimbursed in full, up to the $600 daily limit:

(i) When the nature and gravity of the illness requires private-room care and the need for such care is substantiated by the attending physician;

(ii) When the patient is admitted on an emergency basis to a hospital that has semi-private accommodation but none is available at the time;

(iii) When the patient is admitted to a hospital that does not have any semi-private accommodation, that is, it has no standard of accommodation other than private rooms and general wards;

(b) **Israel.** The daily room rate cap applicable in Israel is $700. This reimbursement ceiling conforms to the nationally uniform semi-private hospital accommodation rate in that country;

(c) **Rest of world.** A $330 per day reimbursement ceiling is applicable to all locations other than Europe, North America and Israel.

II. Eligibility criteria and enrolment rules

Eligibility for enrolment in the Van Breda plan

10. Except for staff members whose duty station is within the United States and locally recruited staff members at duty stations where the Medical Insurance Plan (MIP) is established, all staff members holding appointments of three months or longer under the 100 series of the Staff Rules or one month or longer under the 200 series of the Staff Rules may enrol themselves and eligible family members in the Van Breda plan. Staff members holding appointments of limited duration under the 300 series of the Staff Rules, except those who receive a fixed monthly cash amount towards the cost of health insurance, are also eligible to enrol in the Van Breda plan.

11. **Staff members are ineligible for coverage under the Van Breda plan if they or their covered dependants reside in the United States.** Staff members enrolled in the Van Breda plan while on assignment to field offices or missions must reapply for a United States-based health insurance plan upon return to Headquarters. Coverage in a United States-based health insurance plan following return from mission assignment will become effective from the first day of the month after return to duty at Headquarters.

12. Enrolment in the Van Breda plan at the time of initial appointment must be accomplished within 31 days of the date of entry on duty. For enrolment purposes, applicants will be required to present (a) a Van Breda application form, and (b) proof of eligibility in the form of a personnel action (PA) document provided by

their respective personnel or administrative officers attesting to the current contractual status. The enrolment of eligible family members requires the provision of evidence of the status of such family members. In most instances, the necessary proof of eligibility will be contained in the personnel action form.

Eligible family members for insurance purposes

13. "Eligible family members" refers to a spouse and one or more eligible children. A spouse is always eligible. A child is eligible to be covered under this scheme until the end of the calendar year in which he or she attains the age of 25 years, provided that he or she is not married and not in full-time employment; disabled children may be eligible for continued coverage after the age of 25 years.

Enrolment at times other than upon entry on duty

14. Staff members appointed under the 100 series of the Staff Rules who have not enrolled themselves and eligible family members within 31 days of the date of their entry on duty have an opportunity once each year to do so. The annual enrolment period generally is set for the first two weeks of June, the specific dates being announced each year sufficiently in advance of the occasion. The effective date of insurance coverage which is applied for during the annual enrolment period is the first day of the following month.

15. Staff members appointed under the 200 series of the Staff Rules (project personnel) are, under staff rule 206.4 (a), required to participate in a medical insurance scheme provided by the United Nations unless exemption from such participation is expressly stated in the letter of appointment. Staff rule 206.4 (b) provides that such personnel, if appointed for a period of one month or more and participating in a medical insurance scheme provided by the United Nations, may enrol their spouses and dependent children in the scheme. Project personnel who have not enrolled their spouses and eligible dependent children in the Van Breda plan at the time of initial appointment have an annual opportunity to do so. In the case of project personnel, the annual enrolment opportunity occurs on the anniversary of their entry on duty, and insurance coverage for added dependants will be effective as of that date.

16. Eligible staff members holding appointments of limited duration under the 300 series of the Staff Rules who have not enro' ed themselves in the Van Breda plan at the time of initial appointment because they maintain their own coverage have an annual opportunity to do so. The annual enrolment opportunity occurs on the anniversary of their entry on duty.

17. At times other than the annual enrolment periods referred to in paragraphs 14 to 16 above, staff members (100 and 200 series) and their eligible family members may be enrolled in the Van Breda plan *only* if at least one of the following events occurs and application for enrolment is made within 31 days thereafter:

(a) Upon transfer from one duty station to another;

(b) Upon return from special leave without pay (see para. 23 below);

(c) Upon assignment to a mission under certain conditions (see para. 24 below);

(d) Upon marriage, birth or legal adoption of a child for coverage of the related family member.

18. Staff members who can demonstrate that they were on mission or annual or sick leave during the annual enrolment opportunity period may enrol within 31 days of their return to their duty station.

19. Applications between enrolment opportunity periods based on circumstances other than those listed in paragraph 17 above or not received within 31 days of the event giving rise to eligibility will not be receivable.

Effective commencement and termination dates of health insurance coverage

20. New coverage for a staff member newly enrolled in the Van Breda plan commences on the first day of a qualifying contract. If the first day of a qualifying contract occurs later than the first day of the month, coverage commences on that day or the participant may opt for coverage to commence on the first day of the following month. In no event can coverage commence prior to the first day of the qualifying contract. **Health insurance coverage terminates at the end of the month in which the qualifying contract ends.** Therefore, if a contract terminates before the last day of a month, coverage will remain in place until the end of that month. Illness or treatment which occurs within the period of the contract will be covered by the plan. Illness and treatment beyond the contract period is not covered.

Insurance enrolment resulting from loss of employment of spouse

21. To date, a staff member whose health insurance coverage has been provided by the employer of his or her spouse has been ineligible to apply for United Nations health insurance coverage in the event of the spouse's loss of employment, except on the occasion of the annual enrolment campaign. Loss of coverage under a spouse's health insurance plan by virtue of the spouse's loss of employment is now considered to constitute a qualifying event for the purpose of enrolment in a United Nations plan. Application for enrolment in a United Nations plan under these circumstances must be made within 31 days of the qualifying event. In addition, application for coverage under this provision must be accompanied by an official letter from the spouse's employer, certifying the termination of employment and its effective date.

Staff transferred to another duty station

22. Staff members who transfer to another duty station but who did not have medical insurance prior to the transfer may enrol themselves and eligible family members in the United Nations health insurance plan upon transfer. The enrolment application must be submitted within 31 days of the date of transfer, and the effective date of coverage will be the transfer date at the new duty station. This provision applies also in the case of transfer to Headquarters, in which case the new enrolment will be in one of the health insurance plans offered at Headquarters. Staff members are reminded that if they transfer from one duty station to another and in the process are transferred from one payroll system to another, they should, upon arrival at the new duty station, ensure that their insurance coverage is recorded in the new payroll system so that the deduction of monthly premium contributions may be continued without a break.

Staff on special leave without pay

23. Staff members who are granted special leave without pay are reminded that they may retain health insurance coverage during such periods or may elect to discontinue such coverage for the period of the special leave:

(a) **Insurance coverage maintained during special leave without pay.** If the staff member decides to retain coverage during the period of special leave without pay, the Insurance Service (if payrolled at Headquarters) or the relevant administrative office (if payrolled elsewhere) *must* be informed directly in writing by the staff member of his or her intention at least one month in advance of the commencement of the special leave. At that time, the administrative office concerned will require evidence of the approval of the special leave, together with payment covering the full amount of the cost of the coverage retained (both the staff member's contribution and the Organization's share, since no subsidy is payable during such leave);

(b) **Insurance dropped while on special leave without pay.** Should a staff member decide not to retain insurance coverage while on special leave without pay, no action is required upon commencement of the special leave;

(c) **Re-enrolment upon return to duty following special leave without pay.** Regardless of whether a staff member has decided to retain or drop insurance coverage during a period of special leave without pay, it is essential that he or she re-enrol in the plan within 31 days of return to duty. Failure to do so will mean that the staff member will be unable to resume participation in the insurance plan until the following annual enrolment opportunity period.

Staff members on mission assignment

24. With regard to staff members going on mission assignment, it has been decided to continue to extend a special health insurance enrolment opportunity to such staff members. The provisions in this respect, which will apply to all staff members going on mission for six months or more, are as follows:

(a) Staff members who at present are *not* enrolled in the Van Breda plan will be allowed to enrol themselves and eligible family members. The insurance will become effective on the first day of the month in which the mission assignment commences. Enrolment in the plan in these circumstances must be completed *prior* to the departure of the staff member on mission assignment;

(b) Staff members who elect to enrol in the Van Breda plan in the circumstances set out in subparagraph (a) above forgo the right to make any further change during the annual enrolment period taking place in the same calendar year as the commencement of the mission assignment. The next opportunity for these staff members to make any change in their insurance coverage will be at the time of the annual enrolment period of the following year;

(c) Staff members going on mission assignment who wish to enrol in the Van Breda plan or change their present coverage, as provided above, must present evidence to the Insurance Service or to their administrative office, as the case may be, of the mission assignment and its duration.

Staff member married to another staff member

25. Staff members are reminded that in the case of a staff member married to another staff member, the insurance coverage, whether at the two-person or family level, must be carried by the higher-salaried staff member. It should also be noted that if one spouse retires from service with the Organization before the other spouse, the spouse who remains in active service must become the subscriber even if the retired spouse had been the subscriber up to the date of retirement and is eligible for after-service health insurance benefits following separation from service.

Staff members with dependants residing in the United States

26. Staff members are reminded that the Van Breda plan is designed to provide hospital, medical and dental coverage for participants residing outside the United States. Therefore, staff members residing outside the United States but with covered eligible dependants residing in the United States, other than school or university students with health insurance coverage mandated by the educational institution, should enrol instead in a Headquarters health insurance plan. It should be noted that at Headquarters, dental coverage is a separate plan component for which specific application must be made.

Cessation of coverage of family members

27. The Insurance Service at Headquarters or the relevant administrative office should be notified immediately in writing of changes in the staff member's family which result in a family member ceasing to be eligible (for example, a spouse upon divorce, a child reaching the age of 25 years, marrying or taking up full-time employment). Staff members who wish to discontinue coverage of a family member under a United Nations plan for any other reason may do so at any time, although this is strongly discouraged. The responsibility for initiating the resulting change in coverage (for example, from "staff member and spouse" to "staff member only" or from "family" to "staff member and spouse") rests with the staff member. It is in the interest of staff members to provide this notification promptly whenever changes in coverage occur in order to benefit from any reduction in premium contribution that may result. Any such change will be implemented on the first of the month following receipt of notification. No retroactive adjustments can be made as a result of failure to provide timely notification of any change to the Insurance Service or administrative office.

After-service health insurance

28. Established policy in regard to eligibility to participate in the United Nations after-service health insurance programme, as well as the related administrative procedures, is set out in administrative instruction ST/AI/394, dated 19 May 1994. Staff members are reminded that, among the eligibility requirements for after-service health insurance coverage, they must be enrolled in a United Nations scheme at the time of separation from service. A minimum of 5 years of prior coverage in a United Nations or specialized agency health insurance scheme is necessary to qualify for unsubsidized after-service health insurance participation and 10 years of prior coverage for subsidized participation. In both cases, the staff member must be 55 years of age or over at the date of separation. It should also be noted that only family members enrolled with the staff member at the time of separation are eligible

for continued coverage under the after-service health insurance programme. **Former staff members who reside in the United States are reminded that they are ineligible for participation in the Van Breda plan and that they must switch to a Headquarters plan within 31 days of taking up residence in the United States.**

Retirees who return to active service

29. Retirees who return to active service with the Organization may temporarily be ineligible for health insurance coverage under the United Nations after-service health insurance programme. Eligibility for enrolment in the after-service health insurance programme is contingent upon eligibility to receive a monthly benefit from the United Nations Joint Staff Pension Fund. If as a result of a new post-retirement appointment the former staff member again becomes an active staff member, the monthly pension benefit is suspended and, for the duration of the suspension of pension benefits, eligibility to participate in the after-service health insurance programme is also suspended. In such cases, it is the obligation of the individual concerned to promptly notify the Insurance Service of the new active appointment and to make the necessary arrangements for a switch in health insurance enrolment from after-service health insurance status to that of an active staff member. When the active appointment ends, the Insurance Service must again be informed promptly so that the after-service health insurance status can be reactivated.

III. Conversion privileges

30. Participants (subscribers) who cease employment with the United Nations and do not qualify for after-service health insurance benefits may arrange for medical coverage with Van Breda under the terms of an "individual health insurance plan", provided that application is made within 31 days of termination of coverage under the United Nations group policy. Covered eligible dependants may also participate in the Van Breda individual insurance plan along with the subscriber. However, children over the age of 25 are not eligible for health insurance conversion under the Van Breda plan. In the case of a spouse of a staff member whose eligibility for coverage ceases as a result of divorce, application for medical coverage under the above arrangement must be made within 31 days of termination of coverage under the United Nations group medical coverage. The conversion privilege, which is part of the United Nations group contract with Van Breda, means that the insurer cannot refuse to insure an applicant and that no certification of medical eligibility is required. However, this privilege does not mean that the same insurance premium rates or schedule of benefits in effect for the United Nations group policy will be offered in respect of an individual health insurance plan. **The conversion privilege is designed to provide coverage during a period of transition to more permanent health insurance coverage. Therefore, effective 1 January 2003, the conversion privilege will grant coverage up to a maximum of 24 months.** Details concerning conversion to an individual insurance policy may be obtained by communicating directly with Van Breda at the following address:

J. Van Breda and Co. International
Plantin en Moretuslei 295
B-2140 Borgerhout
Antwerp, Belgium
Fax No.: 00 323 272 39 69
Telephone No.: 00 323 217 5743

IV. Claims and enquiries

Basis for claim reimbursement in United States dollars

31. Claim reimbursement is made in United States dollars, converted from the currency in which the hospital, medical or dental expenses have been incurred. Reimbursement in United States dollars is based on the United Nations operational rate of exchange in effect on the date that the medical and dental expenses are incurred and, in the case of hospital expenses, on the date that the hospital bill is rendered.

Mailing addresses

32. Participants must inform their administrative office of any change in their mailing address in order to ensure that identification cards, reimbursements and explanations of benefits are delivered promptly and appropriately.

Where to address claims and benefit enquiries

33. Although the staff of the Insurance Service is available to assist staff members in administrative matters concerning participation in the Van Breda plan, claims questions should always be taken up on the first instance directly with the insurance company concerned. The address and telephone and fax numbers of Van Breda are provided in paragraph 30 above.

34. Annex I to the present circular contains a summary of the benefits payable under the Van Breda plan.

35. Annex II contains a recapitulation of the provisions pertaining to hospitalization in the United States.

36. Annex III sets out relevant details concerning 16 surgical procedures for which a second opinion will be reimbursed in full.

Annex I

Van Breda insurance scheme

1. The Van Breda insurance scheme provides for reimbursement of medical, hospital and dental treatment costs up to a maximum of $250,000 per insured participant per calendar year. In addition to the maximum reimbursement per calendar year, certain maxima per treatment, procedure or service may also be applied on the basis of a determination of "reasonable and customary" charges for the benefit at the place of treatment. Fees for treatments, procedures or services which may be considered by Van Breda to be excessive compared with prevailing fee levels will be reimbursed up to the reasonable and customary level for the geographical area in which such medical services are received.

2. The scheme is subject to the following reimbursement provisions and limitations:

(a) Under the basic coverage component, reimbursement in respect of medical treatment prescribed by qualified doctors is limited to 80 per cent of the costs incurred, including doctors' fees;

(b) Under the major medical coverage component, 80 per cent of the remaining unpaid costs is paid, subject to an annual deductible (co-payment) of $200 per participant and $600 per family;

(c) The following example illustrates how reimbursement in respect of basic coverage and major medical coverage operates:

	United States dollars
(i) Basic coverage	
Cost of medical treatment (if reasonable and customary)	3 200
Reimbursement under basic coverage (80 per cent)	-2 560
Residual (20 per cent)	640
(ii) Major medical coverage	
Basis for major medical coverage (20 per cent residual remaining under basic coverage)	640
Annual (calendar year) deductible	-200
Basis for major medical coverage after application of deductible	440
Reimbursement under major medical coverage: 80 per cent of expenses in excess of deductible ($440 x 80 per cent)	352
(iii) Total reimbursement (recapitulation of (i) and (ii))	
Basic coverage	2 560
Major medical coverage	+352
Total reimbursement	2 912
Participant's total out-of-pocket expense	288

(d) The cost of hospital services (excluding doctors' fees) is reimbursed at the rate of 100 per cent of the costs involved, including such items as bed and board,

general nursing service, use of the operating room and equipment, use of the recovery room and equipment, laboratory examinations, X-ray examinations and drugs and medicines for use in the hospital. For hospitalization in Europe and in North America, the standard of accommodation is limited to semi-private room care, that is, two or more patients in the same room, except that, under the following circumstances, subject to the provision of documentation satisfactory to the insurer, private-room care will be reimbursed in full up to the daily limit specified in subparagraph 2 (e) (i) below:

(i) When the nature and gravity of the illness requires private-room care and the need for such care is substantiated by the attending physician;

(ii) When the patient is admitted on an emergency basis to a hospital that has semi-private accommodation but none is available at the time;

(iii) When the patient is admitted to a hospital that does not have any semi-private accommodation, that is, it has no standard of accommodation other than private rooms and general wards;

Europe and North America are defined for this purpose as Europe, including Malta, Cyprus and Turkey (European portion), and Canada and the United States of America;

(e) Reimbursement for hospital accommodation expenses is subject to daily room rate caps. These caps will be maintained in 2003, as follows:

(i) *Europe and North America.* The maximum reimbursement per day for hospital accommodation (room and board) in Europe and North America is $600;

(ii) *Israel.* The daily room rate cap applicable in Israel is $700;

(iii) *Rest of world.* A $330 per day reimbursement ceiling is applicable to all locations other than Europe, North America and Israel;

(f) Well-child care/immunizations are covered at 80 per cent of the reasonable and customary fee levels under the basic component of the plan, and a further 80 per cent under the major medical component, if applicable, in accordance with the following schedule:

Well-child care to the age of 7 years:

6 visits per year aged 0 to 1 year

2 visits per year aged 1 to 2 years

1 visit per year aged 2 to 7 years

1 visit every 24 months from age 7 to 19 years;

(g) The cost of dental treatment is reimbursable at the rate of 80 per cent up to a maximum sum of $900 per insured participant per calendar year. The cost of dento-facial orthopaedics is covered only if the treatment is started before the patient has reached his or her fifteenth birthday, and reimbursement is provided only during a treatment period of four years;

(h) The cost of outpatient mental health treatment by a psychiatrist is covered, as are the services of a licensed psychoanalyst, a licensed psychologist or a

licensed psychiatric social worker. The cost in respect of insured participants is reimbursable at the rate of 80 per cent of the reasonable and customary fee level and to a maximum reimbursement of $1,000 per insured person in any 12-month period;

(i) The cost of treatment for substance (alcohol and/or drug) abuse is covered, under certain conditions. The coverage includes inpatient treatment for detoxification and rehabilitation at a facility certified for such treatment, subject to the prior approval of Van Breda. Such treatment will normally be limited to 30 days in a calendar year. In addition, the plan covers outpatient counselling for the purpose of diagnosis and treatment. The costs of outpatient counselling are reimbursable at the rate of 50 per cent and to a maximum reimbursement of $1,000 for not more than 50 visits per insured person in any consecutive 12-month period. Of these 50 visits, up to 20 may be allocated to counsel covered family members of the participant undergoing treatment for the substance abuse problem;

(j) The cost of radiological treatment is reimbursable at the rate of 80 per cent of the reasonable and customary fee level under the basic component and a further 80 per cent under the major medical component, provided that the patient has been referred to the specialist by the doctor in attendance;

(k) A routine eye examination is covered every 24 months at 80 per cent of the reasonable and customary fee level of the plan, and a further 80 per cent under the major medical component, if applicable;

(l) The cost of hearing aids and optical lenses is covered, with the following limitations:

(i) *Hearing aids*. Reimbursement at 80 per cent (only basic coverage, no major medical coverage), with a maximum of $300 per apparatus, including the related examination, and a maximum of one apparatus per ear in any period of three years;

(ii) *Optical lenses*. Reimbursement at 80 per cent (only basic coverage, no major medical coverage), with a maximum of $60 per lens and a maximum of two lenses in any period of two years. These maxima will also apply to surgical or laser treatment for the correction of refraction;

In order to be entitled to these benefits, a staff member or the participating family member will have to have been a participant in the Van Breda scheme for one year or more;

(m) The cost of two blood tests per year for the human immunodeficiency virus;

(n) A mammography screening (examination) comprising the following provisions:

(i) Upon recommendation of a physician, a mammogram may be covered at any age for persons having a prior history of breast cancer or whose mother or sister has had a prior history of breast cancer;

(ii) A single baseline mammogram will be covered for persons aged from 35 through 39 years;

(iii) A mammogram will be covered every two years, or more frequently upon the recommendation of a physician, for persons aged from 40 through 49 years, inclusive;

(iv) An annual mammogram will be covered for persons aged 50 and older;

Mammography screenings are covered whether carried out in a medical provider's office, hospital outpatient department, hospital ambulatory surgery department or ambulatory surgery facility, or another facility that is licensed to provide mammography screenings. The screening is covered in accordance with the reimbursement provisions and limitations set out above;

(o) Urological examinations and Prostate Specific Antigen (PSA) screenings are covered as follows:

(i) In asymptomatic males over the age of 40 years, one urological exam and PSA screening is covered every two years. An annual exam and screening is covered after the age of 75 years;

(ii) For all other males, including men with a family history of prostate cancer, aged 40 years and over, one urological exam and PSA screening per year is covered;

Urological examinations and PSA screenings are covered in accordance with the reimbursement provisions and limitations set out above.

3. The insurance scheme does not cover:

(a) Periodic preventive health examinations;

(b) Injuries as a consequence of voluntary or intentional action on the part of the insured participant;

(c) Insured participants who are mobilized or who volunteer for military service in time of war;

(d) Injuries resulting from motor-vehicle racing or dangerous competitions in respect of which betting is allowed (normal sports competitions are covered);

(e) The consequences of insurrections or riots if, by taking part, the insured participant has broken the applicable laws; and the consequences of brawls, except in cases of self-defence;

(f) Spa cures, rejuvenation cures or cosmetic treatment (cosmetic surgery is covered where it is necessary as the result of an accident for which coverage is provided);

(g) The direct or indirect results of explosions, heat release or irradiation produced by transmutation of the atomic nucleus or by radioactivity or resulting from radiation produced by the artificial acceleration of nuclear particles;

(h) Expenses for, or in connection with, travel or transportation, whether by ambulance or otherwise, except that charges for professional ambulance service used to transport the insured participant between the place where he or she is injured by an accident or stricken by disease and the first hospital where treatment is given will not be excluded;

(i) In-vitro fertilization.

4. In respect of the 16 surgical procedures listed in annex III to the present circular, the cost of a second opinion will be reimbursed at 100 per cent and, should a participant desire a third opinion, the cost of that opinion will also be reimbursed at the rate of 100 per cent. No penalty will be assessed in cases in which surgery is performed without the benefit of a second opinion.

5. Subscribers should note that claims for reimbursement must be submitted to Van Breda no later than two years from the date on which the medical expenses were incurred. *Claims received by Van Breda later than two years after the date on which the expense was incurred will not be eligible for reimbursement.*

Annex II

Provisions pertaining to hospitalization in the United States of America

1. While a participant is free to seek admission to a hospital in the United States of America without providing any notification to Van Breda, reimbursement for such hospitalization will be subject to a limit of $600 in respect of the daily semi-private room rate. Thus, if a participant chooses a hospital at which the daily semi-private room rate exceeds $600, the cost of the daily room rate above $600 will be borne entirely by the participant. There will be no change in the reimbursement for other services. In this connection, it should be noted that hospital costs vary considerably throughout the United States, and costs may exceed the $600 reimbursement ceiling, particularly in parts of California, Florida, Massachusetts, New York, Texas and Washington, D.C., where the costs may be much higher in certain hospitals.

2. The *$600 limit will not apply* to semi-private hospital accommodation in three specific circumstances:

(a) In connection with medical evacuation to any hospital in the United States authorized by the United Nations Medical Director;

(b) In cases of **bona fide** medical emergency arising while in the United States;

(c) In situations where the necessary medical treatment can only be provided at a hospital where the daily semi-private room rate exceeds $600 and to avoid the obligation to meet daily room-rate expenses in excess of $600. In such cases, confirmation must be obtained from Van Breda prior to hospital admission.

3. Please note that staff members, former staff members and their eligible dependants who **RESIDE** in the United States are not eligible for coverage under the Van Breda plan.

Annex III

Second surgical opinion requirement

1. There is no reimbursement penalty for failure to provide evidence of a second opinion in connection with any surgery. Whenever feasible, however, participants are encouraged to seek a second surgical opinion, in particular for the 16 surgical procedures listed below. For this reason, Van Breda will reimburse at 100 per cent the cost of a second opinion rendered by a qualified physician in connection with these 16 surgical procedures. If the second opinion does not agree with the first, a third opinion may be sought and will also be fully reimbursed. Please note that the second (or third) opinion must be provided by a physician not associated or in practice with the physician who originally recommended or proposed to perform the surgery.

2. The 16 surgical procedures for which second opinions will be reimbursed at the rate of 100 per cent are:

	Procedure	*Explanation*
1	Bunionectomy	Removal of bunions
2	Cholecystectomy	Removal of gall bladder
3	Dilation and curettage	Dilation of cervix and scraping of uterus
4	Excision of cataracts	Removal of cataracts
5	Haemorrhoidectomy	Removal of haemorrhoids
6	Hernia (inguinal) repair	Repair of hernia in the groin
7	Hysterectomy	Removal of uterus
8	Knee surgery	Knee operation
9	Laminectomy	Removal of part of spine
10	Mastectomy: partial or complete	Partial or complete removal of breast tissue
11	Prostatectomy	Removal of prostate
12	Septo-rhinoplasty	Nose surgery for functional improvement
13	Spinal fusion	Surgical welding of spine segments
14	Tonsillectomy and/or adenoidectomy	Removal of tonsils and/or adenoids
15	Varicose veins	Removal and tying of varicose veins
16	Coronary artery bypass	Heart surgery to bypass one or more blocked arteries feeding the heart

United Nations ST/IC/2002/78

Secretariat

6 December 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Official holidays for 2003 at United Nations Headquarters**

In accordance with General Assembly resolution 52/214 A of 22 December 1997 and decision 52/468 of 31 March 1998, the 10 official holidays for 2003 at Headquarters, following consultation with the staff representatives, have been designated as follows:

1 January	New Year's Day
11 February	Eid Al-Adha
17 February	Presidents' Day
18 April	Good Friday
26 May	Memorial Day
4 July	Independence Day
1 September	Labour Day
25 November	Eid Al-Fitr
27 November	Thanksgiving Day
25 December	Christmas Day

* Expiration date of the present information circular: 31 December 2003.

02-72484 (E) 101202

United Nations ST/IC/2002/79

Secretariat

10 December 2002

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **After-school recreation and study programme for United Nations children**

1. The after-school recreation and study programme is open to 5- to 11-year-old children whose parents work at the United Nations. Conducted under the auspices of an independent Board of Trustees, the programme offers arts and crafts, athletic activities, dance and creative movement, games and homework under the supervision of qualified staff.

2. Begun over 32 years ago to assist working parents who were not in a position to provide after-school care for their young children, the programme enjoys limited subsidies, which make it possible to open it up to parents at the cost of $500 per child per semester. This fee represents only a part of the actual cost per child incurred by the programme. Special family circumstances will be taken into consideration for those families with a net joint income below $30,000. Depending upon the demand, further criteria may be established by the Board of Trustees.

3. The spring 2003 semester will run from Monday to Friday, beginning Monday, 3 February 2003, from 3.15 p.m. to 5.45 p.m. Transportation will be provided from the United Nations International School building at 25th Street to the Secretariat building, 42nd Street and First Avenue entrance. Other arrangements will have to be made on an individual basis for children coming from other schools.

4. Interested parents are invited to complete the attached application form and return it no later than 27 January 2003 to room DC2-839.

5. Staff members are encouraged to enrol their children between the ages of 5 and 11 years in the programme. It is assumed that parents who do not choose to enrol their children are making other arrangements. If staff members require that their children meet them and remain for any length of time within any of the Secretariat buildings, the Administration suggests that parents ensure that their children respect the working areas of other staff and maintain the proper decorum.

6. For further information, please call extension 3.8730.

7. *Note new premises*: Dag Hammarskjöld Library, lower level, room S-B1-52.

* Expiration date of the present information circular: 30 June 2003.

02-73253 (E) 131202

Application for the after-school recreation and study programme for United Nations children

Spring semester 2003

Renewal ☐

New application ☐

Instructions: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in after-school recreation and study programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.	_____	____	_____	_____	_____
2.	_____	____	_____	_____	_____
3.	_____	____	_____	_____	_____

While the programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay $500 for each child per semester, which represents only part of the actual cost per child incurred by the programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $30,000.

How many persons does your family salary provide for? _____

Is your net family income* above $30,000? Yes/No

You may be asked to provide supporting information at a later date.

Certification

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ **Signature** _____

Payment made to ASRSP is attached. This fee is non-refundable unless the programme is discontinued. There will be a late fee of $50.

The hours are from 3.15 p.m. to 5.45 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest by 5.45 p.m. Children will be asked to leave the programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

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* **Net income is defined as salaries, post adjustment, education grant and dependency, housing and any other allowances, minus United Nations staff assessment and United Nations pension contribution.**

United Nations ST/IC/2002/80

Secretariat

17 December 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of placement and promotion decisions made by the Secretary-General after consideration by the appointment and promotion bodies. As provided by ST/AI/2002/4, these bodies continue to consider cases where vacancies have been posted before 1 May 2002.

2. In order to ensure equitable treatment in promoting staff members, placements and promotions will be effective the first day of the month following their approval by the Secretary-General subject to the availability of the post and the assumption of the higher-level functions, as provided by ST/AI/1999/8.

3. The attached list includes decisions on placement and promotion of staff in the Professional category and above taken on recommendations made by the appointment and promotion bodies in November 2002.

* Expiration date of the present information circular: 31 December 2002.

02-74616 (E) 191202

Annex

Placement and promotion
1 to 30 November 2002

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Promotion					
Khalastchi, Ruth[a]	F	OLA	DPKO	P-3	02-HRE-DPKO-002347-S-NY
Munyaneza, Samuel	M	UNCTAD	UNCTAD	P-3	01-E-TAD-400867-I-GE
Piffanelli, Stefania	F	DESA	DESA	P-3	02-E-ESA-002599-I-NY
Evora, Antonio Emanuel[a]	M	DM/OPPBA	DDA	P-4	02-P-DDA-002509-E-NY
Kohonen, Petra Maarit[a]	F	OHCHR/NY	OHCHR/NY	P-4	02-L-CHR-002506-I-NY
Nour, Amr	M	JIU	JIU	P-4	02-A-JIU-401013
Boventer, Gregor	M	DPA	DPA	P-5	01-P-DPA-001988-E-NY
Londen, Laura Cecilia	F	DPKO	DPKO	P-5	02-HRE-DPKO-002348-S-NY
Chu, Bon-Yu	F	DGACM	DGACM	D-1	01-T-DGA-002204-E-NY
Kedzia, Zdzislaw	M	OHCHR	OHCHR	D-1	02-L-CHR-400984-E-GE
Buttenheim, Lisa	F	DPKO	DPKO	D-2	02-P-DPK-002466-E-NY
Camacho, Sergio	M	UNOV	UNOV	D-2	02-X-UNV-0X2260-E-VI
Kelley-Shuman, Margaret	F	DGACM	DGACM	D-2	02-P-DGA-002416-E-NY
Pollard, Catherine	F	DM	DM	D-2	02-F-DOM-002430-E-NY
Placement					
Laird, Michael[a]	M	DPKO	DPKO	P-3	02-IST-DPKO-002413-S-NY
Carey, Patrick[b]	M	DPKO	DPKO	P-5	02-A-DPK-002481-E-NY

[a] The Secretary-General approved a list of alternate candidates in accordance with the provisions outlined in administrative instruction ST/AI/1999/8.

[b] The Secretary-General approved the placement of the staff member against the post at his current level. The promotion of the staff member will be implemented when he has reached the established seniority in grade for accelerated promotion to the higher level.

United Nations ST/IC/2002/81

Secretariat

17 December 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of placement and promotion decisions made by the Secretary-General after consideration by the Appointment and Promotion Panel. As provided by ST/AI/2002/4, the Appointment and Promotion Panel continues to consider cases where vacancies have been posted before 1 May 2002.

2. In order to ensure equitable treatment in promoting staff members, placements and promotions will be effective the first day of the month following their approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions, as provided by ST/AI/1999/8.

3. The attached list includes decisions on placement and promotion of staff in the General Service and related categories taken on recommendations made by the Appointment and Promotion Panel in November 2002.

* Expiration date of the present information circular: 31 December 2002.

02-74618 (E) 191202

Annex

Placement and promotion
1 to 30 November 2002

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Promotion					
Khan, Bibi	F	DPI	DESA	G-5	02-G-DESA-2575-G5

United Nations ST/IC/2002/82

Secretariat

23 December 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised base salary scale for staff in the Professional and higher categories**

1. In section II.A of resolution 57/285 of 20 December 2002, the General Assembly approved, with effect from 1 January 2003, a revised base salary scale for staff in the Professional and higher categories. The scale reflects a differentiated real increase of the base/floor salary scale to address the low level of the margin at the upper grades of the salary scale. This increase will bring the grades P-4 to D-2 up to the margin level of 111 and the overall margin to 112.2. The grades P-1 to P-3 are already at 115 or above.

2. As a result of the implementation of the revised base salary scale, effective 1 January 2003, there will be consequential changes in the amounts of the mobility and hardship allowances applicable to staff who currently receive them.

3. The revised base salary scale for staff in the Professional and higher categories, effective 1 January 2003, showing gross salaries and their net equivalents after application of staff assessment, is reproduced in the annex to the present circular. The implementation of the scale will be reflected in the end-of-January 2003 payroll.

* The present circular, which cancels and supersedes ST/IC/2002/8 dated 5 March 2002, will be in effect until further notice.

02-75574 (E) 261202

Annex

Salary scale for staff in the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2003

		STEPS														
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
USG	Gross	186 144														
	Net D	125 609														
	Net S	113 041														
ASG	Gross	169 366														
	Net D	115 207														
	Net S	104 324														
			*	*	*	*	*									
D-2	Gross	139 050	142 085	145 119	148 154	151 189	154 223									
	Net D	96 411	98 292	100 174	102 055	103 937	105 818									
	Net S	88 571	90 159	91 741	93 318	94 890	96 456									
						*	*	*	*	*						
D-1	Gross	126 713	129 377	132 041	134 705	137 369	140 033	142 697	145 361	148 024						
	Net D	88 762	90 414	92 065	93 717	95 369	97 020	98 672	100 324	101 975						
	Net S	82 045	83 481	84 913	86 342	87 768	89 190	90 609	92 025	93 437						
												*	*	*		
P-5	Gross	104 102	106 369	108 635	110 901	113 168	115 434	117 701	119 967	122 234	124 500	126 766	129 033	131 299		
	Net D	74 743	76 149	77 554	78 959	80 364	81 769	83 174	84 580	85 985	87 390	88 795	90 200	91 606		
	Net S	69 437	70 685	71 930	73 174	74 416	75 655	76 892	78 127	79 360	80 591	81 820	83 046	84 271		
														*	*	*
P-4	Gross	84 435	86 489	88 544	90 637	92 824	95 011	97 198	99 385	101 572	103 759	105 946	108 133	110 320	112 507	114 694
	Net D	62 327	63 683	65 039	66 395	67 751	69 107	70 463	71 819	73 175	74 530	75 886	77 242	78 598	79 954	81 310
	Net S	58 041	59 276	60 509	61 740	62 971	64 200	65 429	66 656	67 881	69 106	70 329	71 551	72 772	73 992	75 211
															*	*
P-3	Gross	68 306	70 208	72 112	74 011	75 915	77 815	79 715	81 620	83 523	85 423	87 326	89 226	91 202	93 226	95 250
	Net D	51 682	52 937	54 194	55 447	56 704	57 958	59 212	60 469	61 725	62 979	64 235	65 489	66 745	68 000	69 255
	Net S	48 242	49 396	50 553	51 706	52 862	54 015	55 169	56 324	57 477	58 632	59 782	60 933	62 083	63 233	64 384
													*			
P-2	Gross	55 346	56 907	58 465	60 027	61 729	63 429	65 130	66 829	68 532	70 233	71 932	73 636			
	Net D	42 849	43 973	45 095	46 218	47 341	48 463	49 586	50 707	51 831	52 954	54 075	55 200			
	Net S	40 191	41 210	42 226	43 244	44 260	45 279	46 313	47 344	48 379	49 412	50 444	51 479			
P-1	Gross	42 944	44 444	45 942	47 442	48 939	50 438	51 938	53 436	54 932	56 432					
	Net D	33 920	35 000	36 078	37 158	38 236	39 315	40 395	41 474	42 551	43 631					
	Net S	31 997	32 992	33 986	34 980	35 974	36 967	37 962	38 944	39 921	40 899					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

United Nations ST/IC/2002/83

Secretariat

23 December 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Pensionable remuneration for staff in the Professional and higher categories**

1. The current procedure for adjusting the scale of pensionable remuneration for staff in the Professional and higher categories provides for this scale to be revised on the same date as the net remuneration amounts (base salary plus post adjustment) of staff in the Professional and higher categories in New York are adjusted. The scale of pensionable remuneration for those categories, in accordance with the provisions of article 54 (b) of the Regulations of the United Nations Joint Staff Pension Fund, must be adjusted with the same effective date and by the same percentage as the net remuneration increase.

2. As indicated in information circular ST/IC/2002/82 of 23 December 2002, the General Assembly, in section II.A of its resolution 57/285 of 20 December 2002, approved, with effect from 1 January 2003, a revised base salary scale for staff in the Professional and higher categories.

3. In accordance with the procedure described in paragraph 1 above, the Chairman of the International Civil Service Commission has promulgated the consequent revised scale of pensionable remuneration applicable to staff in the Professional and higher categories, with effect from 1 January 2003. The revised scale is reproduced in the annex to the present circular.

4. The January 2003 statements of earnings and deductions will reflect the changes in the monthly pension contributions resulting from the revised scales of pensionable remuneration contained in the annex to the present circular.

* The present circular, which cancels and supersedes ST/IC/2002/72 of 1 November 2002, will be in effect until further notice.

02-75576 (E) 271202

Annex

Pensionable remuneration for staff in the Professional and higher categories

(United States dollars)

Effective 1 January 2003

	Steps														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
Under-Secretary-General															
USG	224 816														
Assistant Secretary-General															
ASG	207 792														
Director															
D-2	172 784	176 712	180 638	184 561	188 487	192 413									
Principal Officer															
D-1	157 049	160 270	163 489	166 704	169 925	173 305	176 756	180 207	183 652						
Senior Officer															
P-5	130 683	133 422	136 160	138 901	141 640	144 377	147 116	149 858	152 594	155 333	158 073	160 818	163 754		
First Officer															
P-4	106 673	109 313	111 948	114 583	117 224	119 859	122 496	125 135	127 771	130 406	133 041	135 686	138 320	140 957	143 596
Second Officer															
P-3	87 673	89 912	92 150	94 384	96 625	98 861	101 098	103 340	105 682	108 130	110 575	113 021	115 468	117 913	120 361
Associate Officer															
P-2	71 927	73 932	75 931	77 933	79 934	81 936	83 937	85 935	87 940	89 941	91 941	93 944			
Assistant Officer															
P-1	56 008	57 937	59 858	61 781	63 706	65 627	67 554	69 475	71 398	73 322					

United Nations ST/IC/2002/84

Secretariat

24 December 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2003 competitive examination for French-language teachers**

1. A competitive examination for the recruitment of French-language teachers will be held on 4 April 2003 in New York, Geneva and Paris, depending on the number of applications received. The purpose of this examination is to establish a roster from which present and future vacancies for French-language teachers in the Staff Development and Learning Service of the Office of Human Resources Management in New York will be filled.

2. Full-time French teachers with the United Nations must teach an average of 15 hours per week and devote an equivalent number of work hours to course preparation and correcting students' work. In addition, each full-time French teacher is assigned tasks such as drafting and updating of teaching materials and examinations, design of specialized and communications courses, development of web sites, consultations with students and participation in meetings and seminars. Full-time teachers participate in the preparation, administration and correction of the United Nations Language Proficiency Examination as part of their assigned tasks. They are also expected to carry out other activities for the Learning Service when called upon to do so.

3. The examination is open to all staff members of the United Nations Secretariat who meet the eligibility and qualification requirements and to qualified external applicants.[1] French teachers working part-time at Headquarters may apply as external applicants. Staff members from subsidiary organs of the United Nations and those working for a United Nations body, fund or specific programme or assigned to special missions are also considered external candidates for the purpose of this examination.[2]

4. Staff members of the United Nations Secretariat applying for the examination must have:

(a) French as their main language[3] and fluency in English;

* Expiration date of the present circular: 31 December 2003.

02-75785 (E) 020103

(b) An advanced university degree (Masters) in French language teaching, applied linguistics, linguistics, languages or a related field. Degrees should be from a university or equivalent institution at which French is the language of instruction. Degrees with special emphasis on the theory and practice of teaching French as a second or foreign language to adult learners are desirable;

(c) At least five years' recent experience within the last eight years in teaching French as a second or foreign language to adults, preferably in a professional setting;

(d) Contemporary computer skills;

(e) Experience using video, web sites and/or multimedia to teach French.

Knowledge of other official languages of the United Nations (Arabic, Chinese, Russian or Spanish) is desirable.

5. All applications will be reviewed by the Board of Examiners. Candidates who are invited to sit for the examination will be notified in writing of the Board's decision in respect of their application by mid-March. Candidates should be aware that the United Nations will not be able to reimburse travel expenses to and from either part of the examination.

6. The written examination will consist of the following two parts:

Part 1. Essay questions on modern language teaching methodology, course design for specific purposes, preparation of teaching material and the use of technology for language teaching (2 hours);

Part 2. A. Knowledge of French language syntax and usage (30 minutes);

B. Several practical problems and a lesson plan (1 hour and 30 minutes).

The use of a dictionary or any other reference material will not be permitted during the examination.

7. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to the second part of the examination, which will take place six to eight weeks following the written examination and will consist of the candidates teaching a class and sitting for an interview with the Board of Examiners. The interview, which is an integral part of the examination, will assess professionalism, communication skills, teamwork and commitment to continuous learning. Candidates may also be requested to provide a videotape of their teaching.

8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the second part of the examination will be informed in writing of the Board's final recommendations in respect of their candidature. The Board does not release individual scores/results.

9. Successful candidates selected from the roster to fill the vacancy are normally offered a one-year appointment as French-language teachers. Upon satisfactory completion of the trial period, their appointment will be extended.

10. The salary scale for staff in the Language Teacher category comprises 12 steps, each corresponding to an annual increment awarded if performance is satisfactory. The scale is available on the electronic Human Resources Handbook.

11. Language teachers are also entitled to the following benefits:

(a) Dependency benefits;

(b) Participation in the United Nations Joint Staff Pension Fund.

The yearly schedule of work for language teachers consists of three terms of 13 weeks each. There is a summer recess of approximately eight weeks and there are scheduled breaks between terms: three weeks in December and two weeks in April.

12. Candidates should complete the attached application and fax it, by 18 February 2003, to:

2003 Competitive Examination for French Language Teachers
Fax No.: (212) 963-3683.

The application may be submitted by e-mail to OHRM_exam@un.org. This e-mail should be followed by a fax containing the signature of the candidate. It is not advisable to send applications for this exam by mail as this procedure is too time-consuming under current security requirements.

Notes

[1] According to the United Nations Staff Rules, candidates bearing a close relationship (father, mother, son, daughter, brother, sister) to currently employed United Nations staff members shall not be offered an appointment with the United Nations Secretariat. Consequently, applications from such candidates for this examination will not be considered.

[2] Staff members whose service is limited to the United Nations Environment Programme, the United Nations Human Settlements Programme (UN-Habitat) or special missions are considered external candidates for the purpose of this examination. Such candidates, if successful, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards.

[3] "Main language" is to be understood as the language in which the candidate is best able to work.

Application

2003 competitive examination for French-language teachers

Index No.[a] | | | | | | |

Last name | | | | | | | | | | | | | Category | | Level | |

First name | | | | | | | | | | | | | Sex: Male | | Female | |

Date of entry on duty: Month | | Year | | | | |

Type of contract: _____ Expiration date: _____

Department/office:[b] _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes | | in | | | | | No | |

Have you taken another United Nations competitive examination? Yes | | in | | | | | No | |

If yes, which examination(s): _____

What is your mother tongue and main language?[c] | | | | | | | | | | | | | | |

A. University degree(s) or equivalent or post-secondary educational qualifications:[d]

Name of institution, place and country	*Language of instruction*	*Attended (month/year)*		*Degree[e] or equivalent*	*Main field of study*
		From	*To*		

B. Describe your work experience (giving dates and length of time) in French-language teaching, including development of courses for specific purposes. Also, indicate any international experience you may have.

C. Indicate your experience using multimedia, video, the Internet and computers for French-language programme development and teaching, language testing and programme management. Specify software you are proficient in using and whether you have experience in web-page design for language teaching.

D. Knowledge of other languages[e]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

E. Indicate your ability in each of the languages mentioned above (see D):

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Notes

[a] Appears normally on your monthly salary statement and personnel action (P.5) forms. If not, please contact your Human Resources Management Officer to obtain your number.

[b] Please indicate department/office, e.g., DGACM, OCSS, ECE, UNCTAD, UNOG, UNOV or other (specify).

[c] Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

[d] Give exact name and title in original language. Copies of university degrees must be attached.

[e] Candidates should submit relevant documentation to substantiate their claims.